

SUPERVISING PLANNER*Class Definition*

Under direction, supervises activities of staff in the preparation of plans, policy proposals, zoning code enforcement and items for public hearings.

Distinguishing Characteristics

Supervising Planner is the first-line supervisory class in the professional planning series of the Development Department. The Development Department is responsible for coordinating the preparation of final project reports of survey and planning activities, including engineering design review, planning analysis and proposals. Incumbents assess needs and prepare and administer work schedules for planning projects and zoning code enforcement. This class differs from Planner III in that incumbents of the latter provide lead direction within a project team.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Prepares and administers schedules for planning, zoning, or code enforcement projects.

Supervises the activities of staff in the performance of engineering design review and the preparation of plans, policy proposals, items for public hearings, and enforcement of zoning ordinances.

Identifies projects to be performed by staff and develops schedules for their completion.

Schedules, plans, and completes special studies and prepares comprehensive reports, including memorandums, resolutions, or legislation.

Assists in the direction and administration of planning and zoning functions.

Directs and supervises professional staff in the analysis of community planning problems and preparation of planning proposals.

Assists in directing the development, interpretation, and implementation of the General Plan.

Attends meetings of the Planning Commission and City Council to advise, and present facts, expert opinions, information, and recommendations.

Directs staff in research and studies leading to the preparation of reference standards and criteria for environmental controls, site utilization, urban growth, and the provision of urban services.

Works with citizen groups in the development, review, and implementation of Community Plans and planning policies.

Performs related duties as required.

Knowledge, Abilities and Skills

Thorough knowledge of the standard terminology, techniques, and practices of modern urban planning.

Thorough knowledge of pertinent zoning codes, regulations, and ordinances.

Thorough knowledge of planning research, technical writing, urban design, and drafting techniques.

Knowledge of pertinent building inspection, Development Service, Public Works and other governmental procedures.

Knowledge of pertinent environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to prepare clear, concise and comprehensive written and oral reports for the information of the general public, and advisory and legislative bodies.

Ability to plan and supervise the work of professional and technical staff in the compilation of technical data, research, enforcement, and the preparation of plans, policies, and studies for the implementation of planning.

Ability to interpret and enforce City zoning regulations and planning policies to the general public.

Ability to exercise sound independent judgment within general policy guidelines and operating parameters.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering or related field; and two years of journey experience as a professional planner within a public planning agency. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

May require possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Human Resources

DATE: _____

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